

Minutes agreed as accurate at governing body meeting on the 6/2/23  
Minutes proposed as accurate by MF, proposal seconded by DM

Southam Primary School – Governing Body Meeting  
Monday 1<sup>st</sup> November 2022 at 6.15pm

In attendance: Nicola Lester (Chair) (NL), David Moran (Vice Chair) (DM), Marie McClay (MM), Marc Fulner (MF), Emma Longworth (Head), Sian Warner (Clerk), Adelina Skirth (AS)

Visitor in attendance: Julia Chohan (potential new governor)

Chair took the opportunity to welcome Adelina as the newest member of the governing body and introduced Julia to committee.

Meeting is quorate.

2. Pecuniary Interests
  - Head declared her role as mat primary lead
3. Minutes from previous meeting
  - Chair clarified with committee present some of the link governor roles for this academic year
    - H &S = MF
    - Curriculum = MM
  - Chair asked for confirmation from all members that they have completed all the necessary safeguarding training. All members confirmed they had completed training.
  - Members agreed that minutes from meeting in September 2022 to be accurate. DM proposed minutes as accurate, MF seconded proposal.
4. Pay Committee
  - Chair confirmed that herself and MF met with head to agree and approve the recommendations for teaching staff to progress to next payscales. Chair advised committee that, based on all the evidence provided at the meeting, they feel that staff for whom this applies had met all necessary criteria to progress.
  - All members present agree and are happy for pay recommendations to be implemented.
  - Chair confirmed with head that they are yet to arrange a date for the annual pay review for herself. **ACTION: EL to liaise with Ranjit Samra on a date for this to take place.**
5. Head Teachers Report (refer to document circulated to committee prior to meeting by head)
  - Governor asked if the newly launched Studybugs app has had a good uptake from parents. Head said that currently uptake is around 52% and is slowly increasing as time goes on.
  - Head said that it is proving useful for being able to provide attendance data for specific cohorts of children ie: SEN as well as flagging up lateness and individual attendance to staff (eg: Wellbeing lead and SENDCO)
  - Head said that the next step will be to roll out the messaging facility within this app, which is currently in process of being set up.
  - Governor asked how head came across this app and why the introduction now. Head said that it was something she had learned about over the summer break and its introduction and use ties in nicely with the Dfe's priority of improving children's attendance.
  - Head said that she has increased the SENDCO's non class-based time from 2 days a week to 3 days a week for this academic year due to the increased workload that this role requires.

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- Head said that for next academic year (23/24) the role will be completely non classed based.
- Head said that this will of course have budget implications. All members present agree that this approach is sensible and agree in principle the increase in staffing costs that this will incur.
- Governor commented that the number of pupils within the years 3 & 4 cohort that are late into school each day seems fairly high and asked if there was a reason for this. Head said that she is working with the families for whom this applies to with the aim of improving punctuality.
- Head said that she has begun to decline requests for holidays during term time, and has already put the wheels in motion to issue fixed penalty fines for those that take time off when is-t has already been declined for authorisation.
- Governor asked for confirmation on the learning walks that are scheduled for the upcoming term/s.
  - SEN = Tuesday 17<sup>th</sup> January 2023
  - Curriculum = Thursday 16<sup>th</sup> March 2023
  - Curriculum = Thursday 18<sup>th</sup> May 2023
- Head confirmed that Mandi Startup (Deputy Head) now has 1 day a week release time to work on the curriculum.
- Governor asked for details on the family support worker vacancy. Head said that it is for 30 hours a week, and the remit for this role will not only be to work with families in terms of signposting to help but to improve attendance within school.
- Governor referred to one of the subject priorities listed in the improvement plan document, the re-introduction of no nonsense spelling and asked reasons for this. Head said that it is being re-introduced into school to reinvigorate spelling in school as assessment carried out in the summer term were not as good as they could have been. Head said also that it will help those newer members of staff get to grips with the subject.
- Governor asked why the school chose French as their modern language to teach. Head said that it was because they had a staff member that is a fluent French speaker, so made sense.
- Governor asked what the feedback from parents was like following the call out for parents to get involved in science in school, specifically those with STEM backgrounds. Head said that Mrs Hindley had received a number of offers for help and is following these up.
- Governor asked if the Art Policy that the committee have to approve should mention artists from different ethnic/cultural backgrounds. Head agreed and said that this was something they had already addressed in teaching of art in school. More recently they have been studying artists such as Frieda Kahlo. Committee present agreed Art Policy.
- Governor asked if the budget document has the recent pay increases built in. head said that they have partly been already incorporated. Head said that the unions are yet to confirm some increases, however the mat decided that it was fair to assume the increases now for staff and then if the agreed increases are greater than has already been awarded the additional payments with have to be added in later on.
- Head confirmed that the Before & After School Club bank account that they had with her as a signatory has now been closed and the £54000 left in the account was transferred to the school budget, to be ring fenced for purchase of a new set of class ipads and charging trolley, among other items.
- Governor asked if the 2 racial prejudice incidents recorded were separate incidents or from the same pupil. Head confirmed that they were both from the same individual.

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6. Workload & Wellbeing

- MM said that she met with Lleryn Gardner, Wellbeing lead in school this term.
- MM said that Lleryn has reported that the re-introduction of a main staffroom for all staff has been really beneficial, not only as a gathering place for staff, but as a designated work area for staff.
- MM said that there are now 2 mental health first aiders in school (LG & EL).
- MM said that responses by staff to recent staff satisfaction survey were, on the whole, very encouraging.
- Head said that wherever possible, she aims to support staff.
- MM said that there is a wellbeing noticeboard in the staffroom, where staff are able to find lots of information on points of help and advice.
- MM said that her name and contact details need to be put up on this noticeboard. **ACTION: Clerk to put up contact details.**
- MM said that wellbeing policy needs to be ratified and should be ready to be approved at the next governing body meeting. **ACTION: MM to finalise wellbeing policy.**

7. AOB

- Governor suggested that it might be beneficial for governors to be able to attend and observe other governing body meetings within the mat for professional development. Chair said that this was a good idea and something to focus on next term.
- Governor asked of there was any news from the mat that they needed to be aware of. Head said that plans for development of Oakley School are progressing well. Head confirmed that the mat had appointed a Director of Inclusion, and they are still in the process of appointing a Director of IT.

Meeting concluded 7.05pm

ACTIONS – NOVEMBER 2022

ACTION	BY WHOM	DATE COMPLETED
Wellbeing Link Governor details to be advertised on staffroom	SW	5/12/2022
Finalising of Wellbeing Policy	MM	Approved at meeting on 6/2/23
Date for pay review of headteacher to be arranged	EL, NL & MF	Arranged for w/c5/12